

## CHANNING SCHOOL

### Head of Spanish

**From September 2018**



## Information about the post for candidates

### The School

Ever since its foundation in 1885, Channing has been known as a happy and successful community. Our ethos and setting gives pupils both security and a sense of their own significance: we recognize all achievements, of whatever nature, and hope each girl here knows she is valued as an individual. We aim to encourage scholarship, integrity, altruism and independence; to give girls the confidence, qualifications and skills they will need in life; and to send our leavers out ready to respond as thoughtful, responsible and socially aware adults to the challenges of the world today.

We aim to remain true to the ideals of our Unitarian foundation, to develop spiritual sensitivity and understanding and in particular to foster respect and consideration for the whole range of human faiths and beliefs.



### Academic achievement

Academic results are excellent – GCSE and A Level results details consistently place us amongst the top schools in the UK. Virtually all our sixth formers go on to University, or to Art College, some after a gap year. Girls also excel in a very wide range of co-curricular and extra curricular activities, and especially in Music, Drama, Sport and Art.

### Community spirit

The Head and members of staff know every girl personally and as an individual. We have a strong family tradition and an enthusiastic and supportive parents' association. The atmosphere is calm, focussed and purposeful. We set high standards emphasising concern and respect for the needs of others. A major feature of the school is the huge diversity of the extra curricular activities on offer to pupils and it is expected that all staff will contribute to this side of the life of the school. Opportunities exist for involvement in cultural, dramatic, sporting and intellectual pursuits and we like staff to assist in areas where they have a genuine interest and enthusiasm.

### Exceptional setting

The school is in an attractive part of Highgate, with convenient transport links by road and underground. Visitors are often surprised at how light, green and open our site is. We have preserved the character of the older buildings, but completely refurbished and redesigned them to provide bright and spacious teaching rooms. Our ambitious £13m building programme, completed in 2017, has provided us with excellent dining facilities, a Music School, a new Sixth Form Centre, Sports Hall with fitness suite and a Performing Arts Centre.

### Modern Languages at Channing

We require for September, a well-qualified and experienced, Head of Spanish (ideally with either German and/or French) to join our successful and ambitious Modern Foreign Languages department. Spanish, German and French are all taught to A Level and Oxbridge entrance, and the department is one of the largest in this academically selective school. There are currently five full time members and three part time members of the MFL department, all of whom teach two languages. In addition, there are assistants for both Spanish and French who provide conversation practice in small groups for Year 11 pupils and one to one sessions for Sixth Form students.





All girls study Spanish in Years 7 to 9, and almost all pupils must take one modern foreign language to IGCSE (Pearson): last year, in Spanish, 80% of girls taking a modern foreign language at GCSE achieved A or A\*. In Year 7, all girls currently study Spanish and have taster classes in German and French at the end of Year 7. In Year 8, girls choose either German or French as a second MFL; many continue with two languages to IGCSE. Results at every level are excellent. A Level groups in all three languages follow the Pearson syllabus. There is a good take-up for languages at A Level and we have a number of students who go on to study languages at university. All departments are encouraged to incorporate use of the Internet, interactive whiteboards and mobile technology through use of iPads into their schemes of work.

Groups are encouraged to make theatre and cinema visits whenever relevant. A Modern Languages newsletter is produced once a year. All pupils take part in an internal Modern Languages poetry speaking competition every year, and there are regular trips abroad. Sixth formers are likewise encouraged to attend courses, undertake work experience and/or stay with families abroad.

Heads of Department are expected to keep abreast of developments in their subjects, teaching methods, and attend meetings and in-service courses by arrangement with the Head and Deputy Head. The Head of Spanish will liaise with the Assistant Head: Director of Modern Languages and Leader of the Adelante Strategy. The Adelante strategy is unique to Channing and aims to make proficiency in Spanish and an appreciation of the Hispanic cultures a feature of a Channing pupil's education. It is also expected that use will be made of any opportunities for inter-departmental initiatives and co-operation.

## **Job Description – Head of Spanish**

Heads of Department are appointed by and are directly accountable to the Head for the management of their departments. They play crucial roles in leading the members of their departments, setting high professional standards in all aspects of work. The Head of Department should aim to create a department in which all members of staff feel valued and encouraged to do their jobs to the best of their abilities. Whilst ultimate responsibility for decision making on departmental matters lies with the Head of Department, it should be recognised that good practice requires consultation with staff about all matters which influence how they work or what they do.



Heads of Department are expected to keep abreast of developments in their subjects, teaching methods, etc. and attend meetings and in-service courses by arrangement with the Head and Deputy Head. It is also hoped that use will be made of any opportunities for inter-departmental initiatives and co-operation.

Specific functions are outlined in individual job descriptions but General Responsibilities include:

### **1. Curriculum**

- (a) Determine the aims of the Department; plan and submit a scheme of work for the Department (reviewing and updating it as necessary by agreement with the Head) within the School's Curriculum Policy.
- (b) Co-ordinate and ensure the delivery of stimulating and well planned lessons throughout the school, helping to fulfil the potential of each girl whatever her ability.
- (c) To be familiar with the subject requirements for Public Examinations and to ensure proper preparation for these.
- (d) To co-ordinate and moderate public examination coursework.
- (e) Liaise with the Assistant Head: Director of Modern Languages and Leader of the Adelante Strategy, the Director of Studies, the Examinations Officer and Heads of Section in arrangements for Public and School Examinations respectively.
- (f) Be accountable for the department's teaching and learning and its examination results.
- (g) To organise trips and fieldwork as appropriate.
- (h) To liaise with the subject co-ordinator at Channing Junior School.
- (i) To keep up to date with national developments in pedagogy.

### **2. Staff**

- (a) Advise the Assistant Head: Director of Modern Languages and Leader of the Adelante Strategy on the appointment of new members to the department.
- (b) Provide for induction and guidance of new staff in syllabus, resources, procedures for marking, reports, etc. Supervise probationer teachers within the department. Supervise the work of ancillary and technical staff within the department where relevant.

- (c) Consult with members of the department in all matters of teaching, policy, planning and organisation.
- (d) Lead and manage all teaching staff within the Spanish department.
- (e) Encourage the professional development of all members of the department through in-service training, professional organisations and active involvement in wider school activities.
- (f) To foster good working relationships within the department by providing professional support.
- (g) Liaise with the Assistant Head: Director of Modern Languages and Leader of the Adelante Strategy, Deputy Head and Director of Studies over the annual staffing allocation and matters of staff welfare and development.
- (h) If necessary set work for pupils if a member of department is absent.
- (i) Undertake appraisal of departmental staff as required and ensure staff continue to be effective.
- (j) To contribute to regular meetings where departmental issues are discussed and minutes are taken.
- (k) Communicate any department concerns or issues to the Assistant Head: Director of Modern Languages and Leader of the Adelante Strategy and senior management.

### 3. **Resources**

- (a) Prepare departmental budget estimates at appropriate time annually and control the budget to ensure funds are allocated in accordance with the department's development plan.
- (b) Order books and other materials within budget provisions of MFL department and keep account of department expenditure.
- (c) To plan for the effective use of ICT in the department for administrative and teaching purposes.
- (d) Check on stock and resources annually and take steps to ensure against unreasonable loss, wear and tear.

### 4. **Pupils**

- (a) Encourage interest in the subject and participation in fieldwork or other appropriate extra-curricular activities.
- (b) Encourage high standards of work and draw attention to achievement through classroom displays, exhibitions for open days, public performances, etc.
- (c) Assist with the admission and induction of pupils of any age into the school.
- (d) Ensure all department members keep regular records of pupil progress and fulfil the requirements of the school's arrangements for reporting to parents.

- (e) Attend Parents' Evenings, Open Days and show support for pupils by attending on occasion school plays, concerts, etc.

5. **General**

- (a) Invite practitioners and lecturers into school where necessary to ensure breadth of learning.
- (b) Have a working knowledge of Child Protection issues in the workplace.
- (c) Work closely with Form Tutors and Heads of Section.

## Person Specification – Head of Spanish

It is essential that in your written application you give evidence of examples of proven experience in each of the criteria listed in the Person Specification.

The person appointed will have demonstrated competence in the following areas:

<u>Qualifications:</u>	Spanish degree and teaching qualification. An experienced Spanish teacher with suitable qualifications in their specialist subject who can motivate and inspire children to learn and realise their potential. The ability to teach either French and/or German would be an advantage.
<u>Experience:</u>	Must have successful teaching experience in a secondary school. Have a working knowledge of Child Protection and Data Protection issues in the work place.
<u>Knowledge:</u>	Sound understanding of secondary curriculum and Post 16 education. Knowledge of successful strategies to develop an already good Spanish department. Demonstrate a commitment to continuing professional development in order to provide up to date leadership.
<u>Analytical Skills:</u>	Effective project management skills including budgeting and strategic planning.
<u>Leadership and management:</u>	A person willing to work as a team member – giving as well as receiving advice, discussing ideas and experiences as a shared purpose. An experienced teacher who is able to implement change in a sensitive way, and able to gain the commitment of others to the school's vision. Ensure the maintenance and development of a high quality curriculum where teaching and learning are at its heart.
<u>Relating to and Influencing others:</u>	Ability to establish positive relationships with staff, pupils and parents. Demonstrate flexibility and be able to develop links between the school and community. A person with a calm and professional approach able to sustain working relationships with organisations and individuals.
<u>Organisational Skills:</u>	Plan and organise effectively, leading the department. Demonstrate a high level of organisational skills and the ability to delegate effectively.
<u>Decision Making:</u>	A decisive problem solver able to see the bigger picture and the impact of decisions.
<u>Communication Skills:</u>	An effective and open communicator - with children, adults, colleagues and professionals. A firm commitment to consultation and communication both internally and externally supported by excellent communication skills. Able to promote the school and the Spanish Department. Computer literate.

## Applications

Applications are to be made via **TES.com, accompanied by a CV**. A CV will not be accepted in place of the completed application form. If you are unable to submit your application via TES, please email it to [rwhite@channing.co.uk](mailto:rwhite@channing.co.uk)

Incomplete application forms will be returned to the applicant where the deadline for applications has not passed. The application form may be found on the school website:  
<http://www.channing.co.uk/information/Work-For-Us>.

Please note that once you submit an application via TES the system will automatically retain your details for a period of 6 months.

*Channing School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To assist in this, the school follows a formal recruitment procedure for the employment of all staff which adheres to the recommendations of the Department for Education (DfE) in "Safeguarding Children and Safer Recruitment in Education" and the school's Child Protection Policy. A copy of this procedure is available on request.*

*Subject to statutory provisions, no applicant will be treated less favourably than another on the grounds of a protected characteristic. Ability to perform the job will be the primary consideration.*

**Closing date: Sunday 18 February 2018 at noon**  
**Interviews being held: Friday 23 February 2018**